

EMPLOYMENT OPPORTUNITIES



Appointment Eligible Family Members (see Administrative Notice 03-112 of 5/8/03)

ECON **Secretary (Amended Reissue)** - Sensitive position available immediately. Work schedule has been amended; it may be full-time (40 hours/week) or part-time and job sharing will be considered. Position grade is FP-7, starting salary for full-time schedule is \$29,332 p.a.
Announcement is open until position is filled.

HR **Rover Secretaries** - This is a new announcement - We are urgently seeking Appointment Eligible Family Members for several sensitive Rover positions. These positions are available on a full-time (40-hours/week) or part-time schedule and job sharing will be considered. Position grade is FP-7; starting salary for full-time schedule is \$29,332 p.a.
Announcement is open until position(s) are filled.

American Citizen Candidates only (Appointment Eligible Family Members and Americans residing in Italy)

IMO **Mail Clerk (APO)** - Sensitive position available immediately on a full-time (40 hours) weekly schedule. Position grade (under review) is FSN-4 (Euro 23,790 p.a.): FP-AA (\$20,952 p.a.).
Deadline: December 5, 2003.

All Categories

PA **Information Specialist** - Position available immediately with a full-time (40 hours) weekly schedule. Position grade FSN-12 (Euro 72,200 p.a.): FP-3 (\$55,901 p.a.).
Deadline: November 28, 2003.

MGMT **Administrative Clerk (Temporary)** - Position available immediately for a period of five/six months with a full-time (40 hours) weekly schedule. Position grade FSN-5 (Euro 25,075 p.a.): FP-9 (\$23,442 p.a.).
Deadline: December 5, 2003.

CONS **Passport and Citizenship Specialist** - Position available in January 2004 with a full-time (40 hours) weekly schedule. Position grade: FSN-10 (Euro 45,500 p.a.): FP-5/5 (\$41,310 p.a.).
Deadline: December 12, 2003.

In addition to finding employment opportunities in the Veneto Views, please note that current Mission vacancies are now being advertised online at the following site - <http://www.usembassy.it/jobs/>.

OTHER JOB OPPORTUNITY FOR AMERICAN CITIZENS

The Military Liaison Office (MLO) at the Embassy announces the availability of a sensitive position for U.S. citizens as follows:

DEPARTMENT OF THE ARMY

Vacancy Announcement No.: EUHM04418175
Position Title: Liaison Assistant, GG-0303-7/09
Place of Work: HQ USAREUR and 7th Army, DCofS, G2 OFC of Special Assistant.
Duty Station: Rome, Italy
Work Schedule: Part-time (30 hours)
Salary: \$23,097 to \$37,749 per annum
Opening Date: October 23, 2003

DUTIES (Revised text):

Serves as a Liaison Assistant responsible for performing a variety of administrative duties in support of the Military Liaison Office, Rome (MLO Rome), Office of the G-2, Headquarters, U.S. Army Europe. Assists liaison officers in preparing information from verbal and written sources for inclusion in liaison reports, correspondence, and studies. Compiles, edits, prepares, and transmits final reports for both US and host nation distribution. Prepares staff papers, memoranda, and messages. Maintains administrative files and automated databases. Serves as a linguist and translator, as required, in support of MLO Rome functions. Translates information from English into host nation language, and vice versa. Serves as protocol officer responsible for support and escorting US and foreign VIP visitors.

To review on line the full vacancy announcement and application procedures, follow instructions below

1. Go to the U.S. Army Europe Civilian Human Resources Management Agency Home Page (CHRNA), at: <http://www.chrma.hqusareur.army.mil/>
2. On the left side of the screen, click on "Employment."
3. Click on the pink circle marked "US Appropriated Fund Program."
4. Scroll down and click where it says "Announcements in Europe."
5. Here you have to enter search criteria. Put the word 'liaison' where it says keyword. Highlight 'Italy' in the geographic location window. Go down to the bottom and press 'Get Results.'

To all American State Department Employees

Restoration of forfeited annual leave

Employees are reminded that annual leave that would otherwise be forfeited at the end of the leave year (January 10, 2004) must be approved by the end of pay period 23 (November 29, 2003). For more information contact Rosanna Troisi in the Human Resources on ext. 2213.